

Meadowview Christian School

Parent-Student Handbook

2022-2023

Coach Lee Jones

Headmaster

Quality Education in a Christian Environment

Accredited by
Alabama Independent School Association
Southern Association of Colleges and Schools

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Note: This handbook defines appropriate student behavior while on school grounds and at any school sponsored or school related activities.

Meadowview Christian Mission Statement

The mission of Meadowview Christian School is to equip all students for lives of purpose through a quality, Christian-based education.

Belief statements:

- Education is a shared responsibility among home, school, and community.
- High expectations produce high achievement in students, faculty, and leadership.
- Use of varied instructional approaches develops critical thinking and problem-solving skills.
- Respect for self and others is a right and a responsibility.

Beliefs

Students of MCS must be prepared for many different phases of life once they have completed the requirements for graduation. Together with home, church, and other community organizations, MCS accepts the responsibility for developing traits, qualities, skills, and knowledge that will prepare students for more wholesome and fulfilling lives. When two or more people are assembled, rules are needed so that one may not infringe upon the rights of others. The school is no exception; we too, must have rules and regulations. Rules are not intended to restrict one's freedom, but to give equal privileges to all. This handbook is intended to familiarize parents and students with the policies and procedures that are necessary to produce an environment that provides an optimum learning environment.

Character

As a Christian school, developing and nurturing good character in our students is a primary goal. To this end, we focus on the 3 C's of character:

Caring – We care for our family, friends, school, community, and world. We care for ourselves, as well.

Courage – We have the courage to live and learn Christian values in today's changing world. We stand up for what is right.

Commitment – We commit to completion of tasks and taking care of our responsibilities. We work hard, play hard, and finish what we start.

Students' Bill of Rights

The students at Meadowview Christian School deserve to learn and play in the best environment we can provide.

Accordingly, students at Meadowview Christian School have the right to:

- Learn in a disruption-free environment.
- Know what is expected of them at all times in every area of the school.
- Be safe from physical harm.
- Be protected from verbal abuse.
- Have their positive behavior and academic achievement recognize.
- Have their personal property respected.
- Voice their opinions and concerns in a respectful manner.
- Have their concerns heard.
- Be treated with kindness and compassion.
- Be provided with challenging curriculum.

Our Statement of Faith

We affirm our belief that there is but one God, the Creator of the universe. Our God exists in three persons - the Father, Son, and Holy Spirit. We believe in the Holy Bible - the Living Word of God-complete in the Old and New Testaments. We accept it, therefore, as the foundation and source of instruction for all non-denominational theological classes held at Meadowview Christian School. We further accept its guidance in determining the courses of academic instruction and methods of presentation at this school.

Chapel

The elementary teachers provide chapel to grades K5 through 6th and it will be scheduled by the elementary teachers. The Grades 7-12 have chapel every Thursday!

MEADOWVIEW CHRISTIAN BOARD OF DIRECTORS

Ms. Ashley Horn, Chairman
Mr. Bryan McIntyre
Mr. Teddy Pouncey
Mr. Frank Reynolds
Mr. Frank Williamson
Rev. Bill Goodwin
Mr. Kenyotta Rucker

PARENT ORGANIZATIONS

Parent/Teachers' Organization (P.T.O.)

President – Sherrer Durden

Vice-President –

Secretary –

Booster Club “Trojan Pride”

President – Kellie Kinman

Vice-President – Rebecca McIntyre

Vice-President – Kendra Day

HIGH SCHOOL

Dr. Raymond Brown
Mrs. Rachel Downs
Ms. Abby Evans
Rev. Bill Goodwin
Ms. Allison Harper
Mrs. Stephanie Herrod
Mrs. Donna Hollis
Rev. Mike Perry
Ms. Kim Testas
Mr. Don White

ELEMENTARY

Mrs. Rachel Colley
Mrs. Sheila Haugen
Mrs. Megan Harrison
Mrs. Stephanie Herrod
Mrs. Sheri Holcombe
Mr. Donald Meyer
Ms. Donna Murphy
Mrs. Candy Nichols

STAFF

Mrs. Adrienne DeRamus, Bookkeeper
Mr. Jackie Foshee, Maintenance
Mr. Darnell Gee, Maintenance
Mrs. Tina Hayes, Office Manager
Mrs. Donna Hollis, Guidance Counselor
Mrs. Margaret Wells, Cafeteria

Registration

New students

New students will complete an application and include their birth certificate, the Alabama Immunization Form (Blue

Slip), a social security card, and an unofficial transcript or a copy of their last report card. Registration fee is \$150.

Returning students

Returning students will register in March of the preceding year. The registration fee will be \$150. Returning students who register after May 4th will pay an additional \$100 late fee.

Married Students

Any student who marries and wishes to attend Meadowview Christian School must obtain permission from the MCS Board of Directors.

Pregnancy

Meadowview Christian School holds firm to its stance against premarital sex and does not allow the attendance of students who are pregnant. A request to return to school must be approved by the Board of Directors.

Tuition and Fees

Tuition is payable for 12 months (June through May). The tuition schedule is as follows:

| <u>Grade</u> | <u>Monthly</u> | <u>Yearly</u> |
|---------------------|-----------------------|----------------------|
| K5 - 12th Grade | \$355.00 | \$4260.00 |

All payments are due on the first of each month and delinquent after the tenth. Late charges are **\$50.00** per child per month.

It is board policy that tuition must be current in order for:

- Report cards or permanent records to be released
- Students to participate in extracurricular activities (i.e., sports).
- All fees must be current to take semester and final exams

If tuition/fees become **45 days past due**, a letter will be sent home. At **60 days past due**, the student will be suspended from school until all financial obligations are current. Students will not be able to participate in any extracurricular activities (Sports, Cheer, Pageant, etc.) if their account is more than 60 days past due. Report cards will be held if a student's account is past due more than 30 days.

Work Hours

Each Family must contribute a minimum of fifteen (15) work hours per semester of time worked at the school. In lieu of time, the family will pay \$100.00 per semester. It is each family's responsibility to contact the school for work dates/times and turn in work hour time sheets.

Carpool Procedures

Elementary – Elementary parents will turn into Meadowview Christian Church parking lot and form one line. The teacher on duty will hold up a stop sign and all cars will remain stopped until children are loaded. When the teacher lowers the sign, the cars may leave the parking lot. At the end of the day, Elementary parents will turn into

Meadowview Christian Church's parking lot and form two lines on the south end of the school's building. When the teacher lowers the sign, the cars may leave the parking lot. If a child is loaded early, parents are asked not to pull out from the line and go around parked cars. It is unsafe for the children to be moving through the other cars which are stationary.

High School – Drivers are asked to pull up to the gym door before allowing students to exit the car. It is dangerous for students to be getting out of cars that are not parked and moving throughout the parking lot. All students in grades 7 – 12 are to report to the gym to begin the day.

Motor Vehicle Policy for Students

Students will be allowed to drive motor vehicles to school as long as they practice safe driving. The speed limit on campus is 5 mph. Students must park their cars in the designated student parking area. Students must purchase a parking permit that is valid for the current school year. Each Senior painting parking permit will cost \$10. Each student will be assigned a parking space and **MUST** park in this assigned space for the duration of the school year. Music should not be so loud on school property that it can be heard outside of cars. Students will not be allowed to go to the parking area during school hours. Students must have permission from the office to go to their vehicles. Violators of driving regulations will be subject to disciplinary action which may include the loss of driving privileges. Students who ride motorcycles are expected to conform to regulations pertaining to motor vehicles. Motorcycles are not to be ridden across the grounds of MCS.

Visitors

We encourage parent involvement, yet parents must not interrupt instruction. Parents who wish to observe in the classroom must sign in at the office and get a visitor's badge. Parents should not interact with the teacher or the students unless warranted by the teacher. All parent conferences must take place when class is not in session.

Students **must** have visitors approved by the headmaster **prior** to their arrival on campus. **All visitors, including parents, must register in the office.**

Parent/Teacher Conferences

Student or parent conferences may be scheduled throughout the year as the need arises. Conferences must be held during a teacher's preparation period or before or after school. Conferences may be scheduled by sending a note to the teacher or by calling the office and requesting a conference with a teacher. The teacher will call, text or email the parent and schedule the conference at a mutually convenient time. Parents are urged **NOT** to call the teachers on their cell phones or at their residence unless it is an **EMERGENCY** not wait until the next day. Parents may call the office to schedule a conference with the Headmaster.

Safety and Emergency Information

In today's society, schools cannot be too cautious when providing for the safety and security of students. Meadowview Christian School's teachers have implemented emergency procedures for extreme weather conditions and other threats to student safety, such as intruders, bomb threats, and abductions. Fire drills, tornado drills, and intruder drills will be conducted on a regular basis throughout the year in order to ensure orderly and calm reaction to such events. Parents are asked to help maintain this high level of security by using only the main entrance to the school, signing in, and wearing a visitor's badge when on campus.

Inclement Weather

Please do not call the Headmaster or teachers concerning the cancellation of school. Local radio and television stations will be contacted by the Headmaster and should broadcast this decision by 6:30 a.m. The announcement will be posted to the school social media pages.

Changing Schedules

Schedules will not be changed without approval from the Headmaster and the Guidance office. Students must provide a note signed by a parent and complete a change of schedule request.

Daily Class Schedule

| | |
|----------------|--|
| First Bell | 7:55 |
| Homeroom | 7:55 – 8:05 (Tardy Bell is 7:58) |
| First Period | 8:05 – 8:56 |
| Second Period | 8:59 – 10:05 (Break is during this period) |
| Third Period | 10:08– 10:59 |
| Fourth Period | 11:02 – 11:53 |
| Fifth Period | 11:56 – 1:14 (Lunch is during this period) |
| Sixth Period | 1:17 – 2:08 |
| Seventh Period | 2:11 – 3:00 |

A tardy bell will ring Three minutes after the start of each class and at the start of school, example 7:55 to start homeroom and 7:58 tardy.

Attendance

In order for each student to obtain the maximum benefit from school, regular attendance is vital. Regular school attendance also promotes good work habits in adults. Attendance is recorded on a student's report card, permanent record, and transcript. It is hoped that parents will cooperate with the school, take attendance very seriously, and demand that students are in class unless they are sick.

In accordance with Alabama State Law, a student must be present more than 50% of the school day in order to be counted present for that day. This means that he/she must check in no later than 11:30 a.m. or must check out after 12:00 p.m. Classroom teachers will record the number of absences a student has in each class they teach. Therefore, a student's attendance is specific for each class. **Athletes who are not present for 50% of the school day may not participate in athletic events on that day.**

Procedures for check in/check -out:

A student is considered tardy if he/she is not in the room by the time the tardy bell rings to begin class. Students who are tardy to school must report to the office to check in. If the student does not have a note from a parent, a doctor, or a dentist, then the tardy is **unexcused for all missed classes**. A student who checks in or checks out must present an excuse upon return to school or no later than the **next** day in order for the tardy to be excused. Students who check in/check -out will be given a form (blue slip) on which they will obtain their teachers' signatures acknowledging them excused or unexcused. ***Students are allowed 3 parent excuses per semester.***

UNEXCUSED TARDIES:

Four (4) unexcused tardies will result in break detention per nine weeks. Each additional four (4) unexcused tardies per nine weeks will result in one before school detention. Before school detention or work detail will be served on Thursday morning from 7:15 – 7:50 am.

Absences

All student absences shall be designated as either **EXCUSED** or **UNEXCUSED** by the Headmaster or designee. In accordance with Alabama State Law, an absence shall be **EXCUSED** for the following reasons:

- A. Student is too ill to attend school
- B. Death in the immediate family

- C. Inclement weather, which would be dangerous for students to attend school, as determined by the headmaster
- D. Legal quarantine
- E. Emergency conditions, as determined by the headmaster
- F. Prior permission of the headmaster/designee, with the consent of the parent or legal guardian

Absences for any reason other than illness should be approved by the Headmaster two days prior to the absence.

The parent should send a note including the reason for the absence and the length of time that the student will be out of school. Failure to follow this procedure will result in an unexcused absence.

Students may not miss more than 10 days per semester for any class and still receive a passing grade unless a doctor verifies a chronic illness or condition.

A student who is absent more than five days in a semester will receive a notice from the Headmaster. After ten absences in a semester, a parent conference with the Headmaster is required. Also, time missed must be made up by the student. Students in grades K-12 who accumulate more than 10 absences per semester in a class without a doctor's excuse may be denied passing status for that class.

Excused Absences:

A written excuse, signed by the parent/guardian, or an official excuse from a doctor or dentist, should be turned in to the office **no later than three days** after the student returns to school. **The written excuse must contain a phone number for verification and the date(s) of the absences.** **Faxed or emailed excuses will NOT be accepted.** If a student fails to bring a written excuse within two days of returning to school, the absence will be marked **UNEXCUSED.**

School Related Absences

Students who are away from school to participate in official school-sponsored activities shall be marked present for that day and will be allowed to make up any work missed. The day after an athletic contest is not considered excused unless approved by the Principal.

Field Trips/Student Travel

Our goal is to provide students with optimum opportunities to learn at Meadowview Christian School. It is our belief that learning is enhanced through exposure to off-campus activities and experiences. Therefore, it may prove necessary for our students to be transported by bus, van, or private automobile. The board, administration, or any individual acting as an agent of the school cannot be held legally responsible for accidents while transporting students, whether those individuals are a contributing factor to said accident or not. The school will take every step necessary to ensure the safety and well-being of all students. Permission for students who travel on a regular basis, i.e., athletes, is so granted by the parent(s) signature on the last page of this handbook. *Permission slips will be issued per individual trip to students attending non-athletic field trips.* These permission slips must be signed by the parent and returned to the school before the students will be allowed to participate.

College Absences for SENIORS:

Seniors who take a college day **MUST** bring a note, written on college/university letterhead, verifying the name of the student and the date of the visit. Arrangements for the visit must be made **in advance** by notifying the college/university and making an appointment. Students must notify their homeroom teacher and the Guidance Counselor before taking a college day. Seniors may use three (3) days for college visitations for the year. If the guidelines for college absences are followed, then these absences will be considered school functions and will not

count against exam exemption.

Make-up Work for Excused Absences:

If a student's absence is **EXCUSED**, the student will be allowed to make up all major assignments and tests at a time agreed upon by the teacher(s). Teachers shall not be required to re-teach lessons but students shall be given a reasonable opportunity to learn the lessons missed due to excused absences.

The parent/guardian (**GRADES K – 6**) or the student (**GRADES 7 – 12**) shall be responsible for arranging necessary make-up work **within three (3) days** after the student returns to school. Make-up work must be completed within a total of five (5) school days. For long-term absences, additional days to make up the work may be approved by the headmaster.

UNEXCUSED ABSENCES:

Each morning the school office will call parents/guardians when a student has been absent from school or have not checked in by the time phone calls are made. **For each unexcused absence, a student will receive a zero for missed assignments. Assignments may not be made up.** Students who are absent from school for an unexcused reason shall not participate in any school-sponsored extracurricular or co-curricular activities that day (athletic contests, cheer leading, scholars' bowl, etc.)

Meadowview Christian School reserves the right to contact the Truancy/Court System regarding any student with an excessive number of unexcused absences and/or tardies.

Senior Privileges

It is the desire of the school to promote leadership skills, especially in the senior class. When the seniors have demonstrated a willingness to become leaders, certain privileges, honors, and recognitions will be afforded them in which underclassmen are not entitled. However, seniors must take their last year of academics seriously and senior privileges will have a minimal effect on instruction.

Traditional senior privileges will be continued in 2022 - 2023 as follows:

Seniors may leave campus, with parental consent, to have lunch at local restaurants once a month with a school official. These will be pre-arranged by the class president.

Seniors may leave for Lunch & Break 5 minutes before break bell rings.

LEAVING SCHOOL CAMPUS:

Students who need to check out should do so through the office. A student's parent or guardian, or someone specifically designated in writing by them, may come to the school in person and check a student out of school. The office personnel may request to see proof of identification if the individual is unknown to them. A student who drives may check out if he/she brings a written note, signed by the parent/guardian, containing the phone number where they can be reached to verify the written note. All such written parental requests shall remain on file for the remainder of the school year.

EMERGENCY SITUATIONS, The Headmaster or designee may permit a student to leave the school campus based upon a telephone request from the student's parent/guardian. In such cases, the headmaster or designee shall re-contact the student's parent/guardian by telephone to confirm the request.

Office Telephone

Students may only use the office telephone for emergency use and with staff permission. Non-emergency phone messages will be left on a student's assigned locker or delivered to them. Students are responsible for checking their locker for messages.

Mobile Device, Smart Watches and Electronic Device Policy

All phones and devices will be turned into their homeroom Teacher each morning and will be kept in the office during the day. Each student will sign their phone in the morning. The students will be able to get their phones at the end of seventh period or when checking out earlier. If a teacher would like for their students to use their devices, the teacher will sign the box out and back in with the office. Failure to follow these rules will result in the first offense a \$100 fine and Thursday morning detention. For the second offense, \$150 fine and two (2) Thursday morning detentions. A \$175.00 fine will be charged for the 3rd offense and two (2) days of in school suspension. The fourth offense will result in a \$200 fine and three (3) days of in school suspension. Phones will be confiscated for the day for each offense. Parents will be notified of the fine which will be added to your account. Meadowview Christian School assumes no liability for loss or damage to these devices.

Computer Use

The computer has become an important part of the lives of most students and adults today. Computers and use of the internet can be wonderful labor-saving devices and valuable sources of information. However, if they are misused, both can harm users or others. The Internet may even be dangerous to the emotional and physical well-being of children. Therefore, it is necessary for MCS to have a strict policy on computer and internet use. Chrome books are available for use in some of the classrooms. If the Chrome book is not usable the student/parent must replace the chrome book!

Each Student at MCS who has access to the computer network will be given a copy of the Acceptable Use and Internet Safety Policy for the Computer Network of Meadowview Christian School. This policy must be read and signed by the student and his/her parent within five days of receiving the copy. Failure to return the signed agreement will forfeit the student's use of school computers.

Students, Parents and Staff can be held accountable by the school for the inappropriate use of Social Media while on or off campus if this behavior becomes disruptive to the learning environment or the overall health of the school. Students can receive Detention for postings on social media that are degrading to the school or school policy.

Consequences can be administered if use of social media conflicts with our school's acceptable use policy, if the school's bullying policy or the mission of Meadowview Christian School.

Driver's License/Learner's Permit

A school verification form must be obtained before applying for a Learner's Permit/Driver's License. The verification form is issued by the Guidance Office.

Gift Deliveries

Flowers, balloons, and other gifts delivered to the school for individual students will be retained in the office until the end of the day. The student will receive notice from the office informing him/her of the delivery.

Medication

All medication will be maintained and dispensed through the main office. Parents are to provide prescriptions for prescription medication. Over-the-counter medications must be accompanied by a note indicating the dosage and the time to be administered. Students bringing medication to school must bring it to the office before reporting to first period. Any unused medicine must be picked up at the end of the designated time needed for the medication.

Announcements

A daily email will be distributed to each teacher each morning. Teachers should make every effort to read announcements and to ensure that students are informed of all announcements. Clubs or activities that need to make announcements should turn them in no later than 2:00 p.m. the day before the announcement is needed.

Cafeteria

The cafeteria staff strives to provide a nutritious meal that students will enjoy at a reasonable cost. Lunches and a la carte items are provided in order to accommodate student preferences. Students are to remain in the cafeteria and practice good hygiene and good manners. There will be no call out food orders placed. A parent may bring only their child's lunch.

The cafeteria staff also prepares items for a mid-morning break. These items range from \$1.00 cents to \$2.00. Students must have a pass to leave the cafeteria during break or lunch.

Grading Scale

| | | |
|--------|---|----------------------|
| 90-100 | A | Superior Achievement |
| 80-89 | B | Work of Good Quality |
| 70-79 | C | Acceptable Work |
| 60-69 | D | Lowest Passing Grade |
| 0-59 | F | Failure |

An incomplete grade will be converted to an "F" if the work is not made up within five days after the student returns to school unless there are extenuating circumstances, as determined by the headmaster.

Progress Reports

Students grades will be posted every week on Gradelink, progress reports will be posted mid-way through each nine-week grading period. Parents/Guardians/Students will be blocked if behind more than 45 days on money owed.

Report Cards

Report cards will not be issued until all tuition, fees, and fines have been paid. Report cards are to be signed by the parent/guardian and returned to the homeroom teacher within one week.

Semester Grade Computation

To compute the semester average, the following formula will be used:

Multiply the 1st 9 weeks average by 2, multiply the 2nd 9 weeks average by 2, add the exam grade and divide the total by

5. **EXAMPLE:**

$$\begin{array}{r} 1^{\text{st}}9 \text{ weeks average} - 80 \times 2 = 160 \\ 2^{\text{nd}}9 \text{ weeks average} - 90 \times 2 = 180 \\ \text{Exam Grade} - \underline{\quad 75} \\ 415 \div 5 = 83 \text{ SEMESTER AVERAGE} \end{array}$$

Honor Roll

Honor Roll will be named for each nine-week grading period. In order to be named to "First Honor Roll" a student must have A's in all subjects; in order to be named "Second Honor Roll" a student must have all A's and B's in all subjects. The names of students who make First and Second Honor Roll will be submitted to the local newspaper for publication.

Exams

Exams are given at the end of each semester in grades 7 – 12 for all subjects except P.E and some electives. Exams are cumulative, which means that they may cover all material taught for that semester. First semester exams are given in December and final exams are given in May. All students in grade 7-12 will take exams 1st semester and 2nd semester. **Please note:** Students in grades 7 – 12 will be allowed to take final exams, but they will NOT be recorded or released until all fees are paid.

Exam Exemption

Students in 12th grade ONLY with a cumulative average of 90 or higher (A average) in any subject may exempt the **second** semester exam for that subject if the student has not had excessive absences in that class - five or more absences (excused or unexcused) in the semester for which the exam is scheduled. All fees must be current in order for students to exempt exams. Students must not have received in-school or out of school suspension.

Promotions

Elementary – Students must pass both math and reading in order to be promoted. If two, three or more subjects are not passed, the student will be retained.

Grades 7-12 – A student must pass all core (English, Math, History, and Science) and required courses for a grade level to be promoted to the next grade the following year.

Graduation

There are two types of diplomas that will be awarded in 2022-2023. The **General Diploma** is comprised of a strong curriculum yet there is no foreign language, no advanced math, nor any community service hours or Research & Writing. The **Advanced Diploma** requires 25 hours of community service in addition to 1 year of foreign language, research and writing, and 4 math credits which includes Pre-Calculus and Trigonometry. Dual Enrollment may also be considered. The 25 hours of community service hours, 20 of which may be done for MCS, may begin in August prior to the student's 9th grade year. These hours must be documented and on file in the guidance office before the student graduates. All students are encouraged to earn community service hours before they graduate. All requirements must be met in order to obtain this Diploma, no exceptions. The only honor cords or Regalia that Graduates will be allowed to wear for graduation/baccalaureate are giving by the school or AISA.

Beta Club recipients are those students who exhibit good character and maintain a 3.50 GPA for all course work in grades 7 & 8 JR Beta and 9-12 SR Beta. Beta Club recipients will wear gold cords at graduation.

Honor Society recipients are those who exhibit good character and maintain a 3.75 GPA in all CORE classes (English, Math, Science & History) course work in grades 11-12. Honor Society members will wear a National Honor Society stole at graduation.

Valedictorian and Salutatorian

The Valedictorian must have the highest-grade point average in the senior class and carry a **full advanced** academic load. The Salutatorian must have second highest grade point average and carry a **full advanced** academic load. Valedictorian and Salutatorian honors will be indicated on the wearer's stole.

Note: The graduating classes of 2023, 2024, & 2025 will be required to have attended MCS for their 11th & 12th grade years to qualify for Valedictorian and Salutatorian.

The graduating class of 2026 and all classes thereafter must have attended MCS for their 9th, 10th, 11th & 12th grade years to qualify for Valedictorian and Salutatorian.

Please note: Candidates for graduation must attend Graduation practices and Baccalaureate in order to participate in the graduation ceremony. A waiver of graduation practice may only be granted by the Headmaster.

ACT

All sophomores are encouraged to take at least one ACT by the end of their sophomore year.

Athletics

The benefits of participation in sports are too numerous to name. The athletic program at Meadowview Christian School enhances the academic program by allowing students to explore special interests, develop individual talents, and learn to work with others. Being a part of a team not only promotes strength, endurance, and hard work, but also cooperation, responsibility, respect, and the ability to follow directions. Therefore, students are encouraged to consider participation in Meadowview Christian's sports program. Meadowview Christian offers football, basketball, baseball, and track for boys; basketball, volleyball, softball, and track are available to girls. However, it must be emphasized that participation in the sports program is a privilege, an extracurricular activity and therefore all athletes will be expected to have exemplary behavior and the grade point average decided upon by the Board of Directors in order to continue participation in the sports program.

Eligibility for Athletes

1. A student must be considered a full-time student to participate in athletics, including cheerleading.
2. Students may not participate in athletic competition if the student has reached the age of 19 prior to September 1.
3. Students may not participate for more than four years after entrance into 9th grade.
4. A student will not be eligible to participate if he/she has not passed 6 units (4 core classes) from the previous year and 3 credits (3 core classes) first semester to be eligible 2nd semester.
5. A student who is absent on the day of a competition, may not participate in that activity. A student must check in by 11:30 a.m. and bring a written excuse from a parent or doctor in order to participate in an athletic event that day.
6. MCS follows all rules enforced by the Alabama Independent School Association (AISA)

*No student is to be in the weight room or gym without the supervision of a coach or member of the coaching staff.

Special Note: Students who participate in or are members of **any** form of organized athletic team **MUST** provide the school with proof of current medical insurance coverage and the school must have a copy of a current physical on file. Those students without medical coverage must purchase accident insurance for the year. This insurance is available through the school for a nominal fee. ***All Students who play football in the 9-12 Grade will pay \$55 for additional football insurance.***

Work Study

Seniors **ONLY** may be assigned, at the discretion of the headmaster, work study for 7th period. Students need to take jobs that will allow the student to return to the school or remain after school for any academic meetings or competitions. If a student cannot attend competitions or meetings, the work study period for student can be revoked. The principal must have a signed document from the employer.

Conduct and Discipline:

Parental Responsibility

The primary responsibility for the conduct, personal appearance, and achievement of a student rests with the student and the parents. It is hoped that parents will support the purpose and mission of MCS and thus ensure that their children abide by the established rules and procedures. This will ensure that the school has little need to impose discipline procedures. Regardless, students attending MCS are expected to abide by Christian principles and conduct themselves in a moral, courteous, and respectful manner. Teachers, administrators, and staff will hold students accountable for misconduct on the campus or at school functions away from campus. Parents and visitors on the Meadowview campus will be subject to all school rules.

Discipline Plan

The purpose of the discipline plan at Meadowview Christian School is to teach our students that choices have consequences. At MCS, discipline policies are designed to promote self-control, respect for other people and property, safety, and an environment conducive to learning. Inappropriate behavior is addressed through the use of fair,

consistent, and progressive discipline that begins with classroom and school rules and may progress through conduct grades, detentions, suspensions, and expulsion. **Corporal punishment may be used in grades K – 12, if deemed necessary by the Headmaster. Such punishment will be privately and safely administered. If you prefer that your child, not be paddled, please send a note indicating this to the school.**

We abide by an ethical chain of command at MCS. Parental concerns should be discussed with the ***teacher first*** and then the Headmaster. If necessary, and as a last resort, a hearing may be scheduled with the Board of Directors. Please call the office to arrange teacher conferences or a conference with the Headmaster.

General Expectations

- Students are to change classes in an orderly manner for the safety and well-being of other students.
- Students may go to lockers between the first bell and homeroom tardy bell, between classes, immediately after the bell for break and immediately after school.
- Students are not allowed to go to lockers or restrooms during class time or leave an assigned area without a hall pass or written permission slip from a teacher. During break, students may only enter the building to use the restroom.
- The library is maintained for the convenience, enjoyment, and benefit of students. It is a place intended for study and research so students are expected to maintain a quiet, regulated atmosphere that is conducive to learning. Students must have a library pass and an adult should be available to supervise them while in the library.
- It is unlawful to enter any school building after the regular school day, during holidays, or during weekends without proper permission. To do so will result in appropriate punishment, including suspension or expulsion.
 - Public displays of affection, fighting, foul or abusive language, gambling, stealing, and cheating are prohibited.
 - Students are prohibited from having a weapon or pornographic materials on campus. Lockers and personal items may be searched at any time.
 - Searches may include automobiles that are parked on school property. All students are expected to submit to a search when requested by an administrator.
 - Bullying includes a variety of behaviors that include, but are not limited to physical contact, electronic contact, hazing, etc. These violations are serious and inappropriate.

School Property

The school and its facilities are provided at great sacrifice by parents and the community; repairs are costly. Therefore, it is the responsibility of all students and faculty members to help keep the school buildings and campus clean. Not only are students encouraged not to litter the school and campus but they are reminded that defacing or destroying school property, equipment, or resources will not be tolerated. Students are responsible for cleaning up any damage that they impose and parents will bear the expense of replacing property or repairing damages due to their child's actions. If a student should damage school property by accident, he/she should report it to a teacher or to the office immediately.

School Owned Textbooks

Students are responsible for school-owned textbooks which must be replaced by the student if lost or destroyed. A replacement book will not be issued nor will records or transcripts be forwarded to another school until all school-owned textbooks are turned in and all fines are paid.

Classroom Conduct

Students of all ages will be provided age-appropriate work, encouragement and support, and positive reinforcement. The classroom teacher is responsible for developing, implementing, and enforcing classroom rules in accordance with Christian principles that fall within the guidelines of MCS policy. When discipline is needed, the classroom teacher will handle minor offenses including, but not limited

to:

- Chewing gum
- Late for class
- Blue slip not presented for signature or returned
- Talking in class
- Off- task behavior
- Littering
- Rough housing
- Running inside/outside the building
- Failure to complete homework / class work
- Rudeness or disrespect (Minor Offenses)

The offenses listed above, and others deemed necessary by the teacher, can assign, break detention or before school detention for rules violations in the classroom.

Break Detention

Break detention is a supervised work detail in a teacher's classroom. Students are required to clean rooms or perform other tasks, as requested by the teacher. Break detention can be used by teachers for immediate punishment for minor infractions. Three (3) break detentions within the course of a nine week will result in morning detention. Students who continue to be tardy may be subject to additional punishment.

Before School Detention

Detention is assigned for offenses that are more serious than those mentioned above or for repeated infractions necessitating Break Detention. Before School Detention will start at 7:15am and will end at 7:50am on Thursday mornings. Failure to report to Before School Detention will result in the assignment of an additional Detention. Failure to report to the 2nd Before School Detention will result in an In-School Suspension. After 3 Detentions, the student will be assigned to Saturday school. Examples of behavior that might warrant After School Detention include:

- Forging Signature
- Repeated disrespect
- Public displays of affection
- Abusive or foul language
- Motor vehicle violations
- Student not in designated area
- Computer use violations
- Violation of dress code (including hair)
- Student will be asked to correct infraction (i.e., shave, call parent for appropriate clothing, etc.)

Any other reason as determined by the Headmaster

In-School Suspension

In-school suspension was designed as a way to provide a consequence for poor behavior choices while allowing a student to stay in school and learn. Students will be held in an isolated area with a substitute teacher or staff member. Students could have class work to complete or have work detail. Any scheduled tests will be made up after the ISS is completed. Students will not attend break or lunch with other students. Athletes will not be able to attend practice or games. If a student accrues three In-School Suspensions within a semester, he/she will be suspended from school for at least three days.

The following infractions may result in ISS:

- Bullying

- Possession of obscene or pornographic material
- Leaving an assigned area or campus without permission
- Making or implying a false statement to staff
- Cheating (in addition to a zero on work)
- Fighting
- Stealing
- Social Media negative post
- **Any other reason as determined by the Headmaster**

Saturday School

If a student is guilty of not attending 3 detention halls, he/she will receive Saturday school. The student will report by 8:00 am and will be in the school until 12:00pm. **The cost for each Saturday school a student attends is \$100.00.**

Suspension / Expulsion

If a student is suspended, he/she may not attend school for a specified period and he/she receives zeros for all class work and tests given during the suspension. No attendance at any practice, game, or extra-curricular activity is allowed during the suspension period.

If poor behavior becomes habitual or dangerous to the student or to others the student may be expelled from Meadowview Christian School. The Headmaster and the Board of Directors at MCS reserve the right to dismiss any student who demonstrates severe behavior problems or fails to remain current on debt to the school. Approval of the Board of Directors of MCS may be necessary for readmission when a student has been removed from school.

The following infractions are examples of behavior that may result in suspension or expulsion, dependent upon the severity.

- Cheating
- Fighting, physical violence, or bullying
- Stealing
- Possession of a weapon (Police will be contacted.)
- Vandalism
- Possession of alcohol or controlled or illegal drugs
- Positive drug tests
- Threatening a student or teacher
- **Any other reason as determined by the Headmaster**

Continual and/or escalating misbehavior may result in suspension and/or expulsion. Please note that parents may not automatically be released from their financial contract to MCS if the student is dismissed due to behavioral problems. This will be at the discretion of the MCS Board of Directors.

Dress and Grooming

Any dress or grooming style that distracts from learning or attracts an inordinate amount of attention is considered inappropriate for school. Evaluation of dress that is questionable, yet not covered by the dress code will be done on an individual basis through referral to the Headmaster. Students are expected to maintain a well-groomed and neatly dressed appearance during school and school-sponsored events, such as ballgames and field trips. The guidelines adhere to the AISA student appearance policy which must be followed at all AISA sponsored activities. Failure to do so could cause the school to be fined.

If students arrive at school inappropriately dressed, the Headmaster will notify parents to supply appropriate clothing so that the student may stay in class. High School students may be given break detention and may be sent home to change. After the second dress code violation, a student can be assigned before school detention.

General Expectations

1. Clothing advertising alcoholic beverages or those with obscene or questionable printing will not be permitted.
2. Pierced, clipped or magnetized items are not allowed on any part of the anatomy, with the exception of girl's ears. **No nose rings, this includes studs.**
3. Tattoos may not be visible in school or when participating in school sponsored activities.
4. No sweat suits, wind suits, or yoga pants are allowed except during PE or as team apparel during the actual games. **No holes in pants of any kind.**
5. Sunglasses are not to be worn inside the building.
6. No shirts, jackets, caps, hoodies, or other paraphernalia advertising another high school or with the school colors of another school will be worn at school or during extracurricular activities. Attire with college logo is acceptable.
7. Shoes must be worn at all times.
8. **Ragged jeans or pants with holes or exposed skin are not acceptable.**
9. **Unnatural and /or non-traditional hairstyles or coloration of the hair are prohibited.**

Specific Guidelines for Boys' Attire:

1. Boys are required to have their shirts tucked inside their pants all the way around. No shirts are to be turned under to give the appearance that they are tucked in.
2. Boys will not wear caps inside the school building, including the gym. Caps worn outside must be worn with the bill facing forward.
3. Boys may wear long pants or shorts. The appropriate test for the length of shorts is: students will put their arms straight down to their sides; if fingers touch any skin, the garment is too short.
4. **Hair must be worn no longer than the top of the collar, away from the temples and face, out of the eyes and even with the top of the ears. Boys will have one (1) week to receive a haircut if notify by the Principal.**
5. Boys may not allow their pants or shorts to sag or expose undergarments. Belts must be worn at all times.
6. **Boys MUST be clean shaven without any facial hair. If not, they will shave at school.**
7. **Boys are not allowed to wear ear rings or nose rings.**

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Specific Guidelines for Girls' Attire:

1. Girls may not wear see-through garments or garments that are too tight.
2. **Blouses/shirts may be worn untucked, but they must cover the chest and be well below the top of the pants or skirt. Neither cleavage nor the midriff shall be visible.**
3. Dresses, skirts, and shorts must be no shorter than three inches above the knee measured when kneeling on the floor. Mini-skirts are not allowed.
4. All tops must have shoulder straps that are at least two inches wide. Tops may not be layered to achieve a 2-inch width. Racer-back tops are not allowed.
5. **No Nose Rings are allowed, this includes nose studs.**

6. **Leggings or leotards are NOT allowed.**

Any alteration of the dress code that is needed for participation in specific activities shall be approved by the Headmaster and provided to students and parents in writing with sufficient notice. Upon the third dress code violation, a student will be assigned before-school detention. Any additional violations will be caused increased severity of assigned discipline punishment.

Exception: Cheerleader uniforms may be worn during the regular school day to promote school spirit, but only on game days.

Smoking, Chewing Tobacco, Alcohol, Vaping, Juul

It is against school policy for **students or faculty/staff** to use alcohol, tobacco, vaping, juul or illegal drugs on campus or at any social, academic, or athletic event that Meadowview sponsors or attends. Students are not to have paraphernalia related to these habits, including but not limited to lighters, matches, rolling papers, etc. Failure to comply with this policy will result in disciplinary action and possible expulsion.

Staff members are not to allow the use of alcohol to interfere with their work or to set a bad example for any student. These rules are not only to project a positive image, but also to avoid jeopardizing the health and safety of students and others. The Meadowview Christian Headmaster reserves the right to test any staff or faculty member for use of banned drugs and/or controlled substances as reasonable suspicion warrants.

Illegal Drugs

Expulsion.

Drug Education

Meadowview Christian will inform students of the dangers of drugs and other harmful substances in an age-appropriate health, character education, and religious curricula.

Drug Testing Policy

Any student in possession or under the influence of an illegal drug or alcoholic beverage will be expelled from MCS and the **police will be called**. This policy includes any school activities, such as dances, athletic events, etc. MCS reserves the right to conduct a periodic law enforcement canine drug search of any student and/or personal property and to conduct drug testing of students. Meadowview Christian School will drug test students in grades 7 – 12, both randomly and for cause (suspicion or symptoms of use). Participants will be asked to submit their medical history including the medications that they are currently using.

Drug Testing Procedure

Drug testing may occur in one or two ways. Regardless of the method, parents may be responsible for the cost of the test, approximately \$35.00. Simple breathalyzer tests may be obtained locally and administered randomly or an approved medical facility may administer a standardized urinalysis and/or a breath analysis test. The outside agency, contracted by Meadowview Christian, shall report all test results to the Headmaster. Information obtained from drug testing is confidential and will only be revealed to the parents, the Headmaster, and the Board of Directors.

A two-prong plan is used. Students are tested on site. Students, parents, and school administration are notified of positive results. Positive samples are sent to a lab for confirmation. If the follow-up test is negative, no additional action is required. However, if the second test is confirmed positive, then the student will be removed from athletics and extracurricular activities, and he/she will be suspended from school for a minimum of three days. No later than 60 days after the original test, the student is retested at parent expense. If this test is negative, the student may resume extracurricular activities but he/she is subject to additional testing at parent expense. A second round of positive tests is

grounds for expulsion. If a student, faculty member, or staff refuses to participate in the drug test, as requested, then it will be treated as a *positive* result. Furthermore, if the participant tries to cause a false reading or refuses to follow the instructions properly, then it will be treated as a *positive* test result.

Distance Learning Policy

OVERVIEW

If Meadowview Christian School (MCS) finds it necessary to quarantine of parents/students due to the ongoing pandemic associated with the coronavirus by offering a distance learning solution. As the health and safety of the parents/students and teachers of MCS is of the utmost importance, the Board of Trustees and administration of MCS may determine it to be the best course of action. This policy outlines that response and gives policy information to parents/students and teachers regarding their individual responsibilities and expectations. **As a reminder, the Student Handbook is still in effect, particularly the sections on Academic Honesty and the Acceptable use of technology.**

PURPOSE/GOAL

The purpose of the Distance Learning Policy for MCS is to ensure a continuation of the high-level education received by students and delivered by teachers, traditionally in face-to-face classes, in an online format due to the extreme and unprecedented pandemic associated with the novel coronavirus COVID-19. The goal is to allow the students of MCS the opportunity to continue and, if necessary, complete their coursework for the 2021-2022 school year.

INFORMATION FOR PARENTS/STUDENTS

Elementary (Grades K5- 6)

Teachers will be using take home packets along with Gradelink, Google classroom and Zoom. They will also be using Gradelink for communications. Teachers will contact parents with the appropriate login credentials and information for each.

Secondary (Grades 7 - 12)

Teachers will be using Google Classroom (**classroom.google.com** or the Google Classroom app) to disseminate information, assignments, and assessments to the students along with Gradelink. Also, teachers will use the Remind app and Zoom app to provide instruction. The teachers will contact the parents with the class codes needed to join the correct classes.

NOTE: All students will need their emails in order to access Google Classroom and Gradelink. This email will be determined the first week of school.

PROCEDURE

Setup - Teachers

Teachers in grades 1 through 12 are to set up classes in the appropriate for their grade level (Google Classroom for Secondary).

Once classes are set up, teachers should pass on the necessary information for joining their classes, including login credentials (if the student does not already have them) and class codes for their classes, to the parents/students.

Teachers should have at least one week's worth of lessons and materials in their classes prior to having parents/students' login.

Setup - Parents/Students

Once the teachers communicate the login credentials (if the student does not already have them) and class codes to join their classes to the parents/students, the parents/students should login and peruse the classes, familiarizing themselves with the layout and reading any announcements or assignments from the teacher.

Communication

As this is a distance learning scenario, meaning that teachers will be at one location while students are at another, communication will be more important than ever. All teachers will make an extra effort to communicate on a regular basis with their students for both school work and well-being purposes. Contact with the teachers will be during the normal school time of 8:00 – 3:00.

All teachers must check their email daily and reply to all emails by the next day.

All video communications with students should be done with the class, not one-on-one. Also, all video communications should be done while dressed appropriately and while taking care regarding what is in the background in the video (both teacher and students). Both teachers and parents/students should remember to use **Netiquette** for all electronic communications.

Assigning Work and Assessments

It is imperative that all stakeholders understand that this will be a learning experience for all those involved. Parents/students will be adjusting to learning online while teachers will be adjusting to delivering instruction online. As this is a new undertaking, teachers will limit the amount of work to the essential lessons and state standards, eliminating busy work.

Test can be given by creating a Quiz Assignment, then editing the Google Form, in Google Classroom. We will apply other means to give tests & quizzes also.

When assigning work, teachers should post the week's assignments by Monday for that week, with any non-test graded assignments to be due at a set time each week (e.g., prior to midnight on the following Sunday) to be determined by the teacher. Tests may be assigned for any day during the week with a time limit or at a specific time, as long as that time and/or time limit is reasonable (i.e., neither too late nor too early and not too short of a time limit).

Grading Policy

Teachers will follow their same grading policy regarding weighting as was already set up in Achieve for their classes. Teachers are encouraged to not give hard due dates initially in this process as to give time for adjusting to the programs and online learning in general.

All graded assignments should be entered in Gradelink or Google Classroom by Thursday of each week (for the previous week's assignments).

Attendance

Since teachers and students will not be in a traditional face-to-face class, attendance will also have to be redefined. If students are not answering discussions or turning in assignments at all or not responding in a timely fashion, the teacher

will contact the school office who will reach out to the parents to see what can be done to help correct this behavior. Students are to attend the Zoom meeting for their class unless given permission to not attend by Coach Taylor. This will be another way to check attendance.

Weekly Headmaster's Report

Teachers will submit a Weekly Headmaster's Report to the headmaster each Monday of the following week. This report will contain methods used by teachers to deliver instructions, resources used by students, number of grades given, a list of at-risk students, and anything teachers may need to assist them in their educational efforts.

ISSUES/CONCERNS

It should be understood by all stakeholders that there will be problems that arise during this process from both teachers and parents/students. MCS asks all stakeholders to show grace to one another when these issues appear throughout this unexpected and unfortunate experience. Should anyone have concerns, please feel free to email Lee Jones (mcstrojans70@yahoo.com)

COVID-19 Plan

Meadowview Christian School has implemented guidelines for cleaning and preparing for the 2021/2022 academic school year. To ensure the safety of students/staff, the classrooms have been re-imagined and transformed for flexible seating. MCS is fully prepared to open with a traditional schedule beginning Friday, August 13, 2021.

MCS, as of Friday, August 12th, will be allowing parents to make the decision on whether their child wears a mask to school or not. Should MCS adopted for all students to wear mask, we will follow "If you move you mask" when students are able to maintain social distances. Students will be responsible for their own masks, and the masks must be appropriate with no offensive language or symbols.

Once the student is fever free for 24 hours, he/she can return to school. If during this time, the student exhibits additional COVID-19 symptoms, he/she must provide either a negative COVID-19 test result to the office or remain home for 10 days.

If a student or anyone in the immediate household tests positive for COVID-19, the school must be notified immediately. Also, according to CDC regulations, the student must stay home for at least 10 days (or later if symptoms persist). If Protocol should change, we will notify parents via email. Instructional material will be provided by the teachers as necessary. If a student/staff member tests positive for COVID-19, parents will be notified.

If it is necessary for you to directly meet with the teacher, please call the school office or email the teacher to set up a meeting.

The Athletic Department will follow all CDC and AISA regulations.

MCS will be vigilant in following protocols as they are updated/changed. Should you have other inquiries, please contact the school office. The office will continue to notify all parents of school information updates.

In the event that state authorities' close schools to a stay-at-home order, students will transition to remote learning using tools, such as Google Classroom, Zoom, Gradelink, printed packets, etc.

Other precautions/implementations Meadowview Christian School has taken:

There are additional, wall-mounted hand sanitizing stations.
Extra tables and chairs will be outside to allow for outside classes and lunches.
Hand sanitizers and disinfectants are readily available. These materials will be available for use during all school/sports activities.
There will be frequent sanitizing throughout each day.

NOTICE OF RISK:

Please understand the contagious nature of the Coronavirus/COVID-19 and that the CDC and many other public health authorities still recommend practicing social distancing. The circumstances regarding COVID-19 are changing from day to day, and the CDC guidelines are regularly modified and updated.

Meadowview Christian School has implemented place preventative measures to reduce the spread of COVID-19. Meadowview Christian School cannot guarantee that any child(ren) will not become infected with the Coronavirus. The risk of becoming exposed to and/or infected by COVID-19 is a possibility in any crowded area, and more so when preventative measures are not taken. As you voluntarily seek services provided by Meadowview Christian School, the school also asks that you assist with teaching social distancing and good hygiene to your children at home, so they practice these same skills while at school.

This handbook is meant to be proactive and viable. However, if situations arise that have not been addressed in this handbook, then decisions will be made on an individual basis by the headmaster, with approval of the Board of Directors. All decisions will rest upon the desire to provide the optimum learning environment for all stakeholders.

Homeroom Teacher _____

**Meadowview Christian School
1512 Old Orrville Road
Selma, Alabama 36701
(334) 872-8448**

THIS PAGE MUST BE SIGNED BY BOTH THE STUDENT AND A PARENT AND RETURNED TO THE HOMEROOM TEACHER.

THANK YOU.

PARENT (S): As the guardian of _____, I have read the Student Handbook and fully understand and agree to abide by the regulations and policies of Meadowview Christian School.

Parent(s) Signature _____

Date _____

STUDENT: I, _____, as a student of Meadowview Christian School, have read the Student Handbook and fully understand and agree to abide by all regulations and policies of Meadowview Christian School.

Student's signature _____

Date _____

Parents/Guardian: please sign the consent form below even if your child is not currently planning to participate on a sports team. They may decide to participate on a team later in the school year.

My child, _____, has my permission to travel with the team to out of town ballgames and other sporting events.

Parent/Guardian Signature _____ Date: _____

Meadowview Christian School

Corporal Punishment

Permission Form

2022-2023

Student's Name _____

Please mark one.

____ I **do not give** Meadowview Christian School permission to give corporal punishment to my child.

____ I **give** Meadowview Christian School permission to give corporal punishment to my child.

____ Call me before punishment is administered

HOME _____

CELL _____

WORK _____

Parent or Guardian Signature _____ Date _____

Homeroom Teacher _____

Meadowview Christian School 2022 - 2023

Digital Media Consent Form for all Students

Student's Name _____

I, _____, hereby consent to the use of the photographs or intellectual property to

be used by the staff of Meadowview Christian School in official publications, websites, and other media, for any and all advertising, informational, trade, publicity and art purposes.

I also hereby grant to Meadowview Christian School the rights to copyright or otherwise protect any matter in which photographs, prints, pictures, reproductions, intellectual property hereof and/or testimonial appear.

I also hereby grant to Meadowview Christian School the right to publish/or link Directory information on the website in conjunction with articles, publications, announcements, or advertisements written about Classroom Achievements, Contest Results, Sporting Events, Playbill, Rosters, ETC

Description of Directory Information: Student Name, Grade Level, School, Age Homeroom, teacher, Awards, Honors, Diplomas

Description of Photographs: Promotional material (school system brochures, annual reports, etc.) in support of Meadowview Christian School, Photographs of the students in any school related activities, or accomplishments.

Description of intellectual property: To include but not limited to classroom work, blog content, formal papers used for promotion or in support of Meadowview Christian School.

I **DO** consent to the above:

Parent/Guardian Signature _____

Date _____

I **DO NOT** consent to the above:

Parent/Guardian Signature _____

Date _____